

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Resources		
Contact person:	Matthew Southwell	Telephone number: 0113 378 8711	
Subject²:	Contract for the Insurance of Leasehold Flats (2023-2028)		
Decision details³:	What decision has been taken?		
	<p>In accordance with the Council's Contract Procedure Rules, the Director of Resources gave authority to undertake a procurement of a contract for the Insurance of Leasehold Flats.</p>		
	<p>A brief statement of the reasons for the decision</p> <p>As set out in the report attached, the terms of the lease between the Council and the leaseholders provides that the Council will arrange insurance of the fabric of the leased flat including fixtures and fittings and that the cost of such insurance will then be recharged by the Council to individual leaseholders proportionate to the value of the leased flat.</p> <p>If no contract is awarded, leaseholders will be left with no insurance cover on the fabric, fixtures and fittings of leasehold flats and the Council will be in breach of its obligations under the terms of the lease.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>There is no alternative 'in house' provider of this insurance, nor is this a risk that the Council would wish to assume for itself.</p>		
Affected wards:	None		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	<p>Others</p> <p>Statutory consultation with leaseholders and other stakeholders will be undertaken</p> <p>Procurement consultation with PACS has been ongoing since May 2022 to ensure that requirements for the procurement of the contract will be fully met</p> <p>Consultation with the Leasehold Section of the Council has been ongoing since May 2022 to ensure that the correct procedure is undertaken for statutory consultation</p>		
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Deputy Insurance Manager – decision will be required no later than 1st February 2023 and the final date for implementation will be by 15th March 2023.</p>		
List of Forthcoming Key Decisions⁷	Date Added to List:- 17 th May 2022		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval		
	Signature	Date	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval		
	Signature	Date	
Call In	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.


⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰ The Director of Resources – Neil Evans	
	Signature 	Date 18 / 07 / 2022

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.